https://usaremotejob.pro/job/remote-careers-hiring-data-entry-work-from-home-part-time/

Remote Careers Hiring – Data Entry Work From Home (Part Time)

Description
Job Title: Remote Careers Hiring – Data Entry Work From Home (Part-Time)

Job Type: Part-Time
Location: Remote (United States)

Position Overview:
We are expanding our remote team and currently hiring a Part-Time Data Entry Specialist to support daily business operations. This work-from-home role is ideal for individuals seeking flexible hours and a stable remote opportunity. The selected candidate will be responsible for entering, updating, and maintaining accurate information within company systems while ensuring high levels of precision and confidentiality.

Primary Responsibilities:

- Accurately input data into internal databases and online platforms
- Review and verify documents for completeness and accuracy
- Update existing records and maintain organized digital files
- Identify and correct discrepancies in data
- Follow company procedures for data handling and privacy
- Complete assigned tasks within established deadlines

Qualifications:

- Must be legally authorized to work in the United States
- High school diploma or equivalent required
- Strong typing and computer skills
- Basic familiarity with spreadsheets and word processing software
- Excellent attention to detail and organizational skills
- Reliable internet connection and home workspace

Preferred Skills:

- Prior experience in data entry or administrative support
- Ability to work independently with minimal supervision
- Strong time management and multitasking abilities

What We Offer:

- Flexible part-time schedule
- Fully remote work environment
- Competitive hourly compensation
- Training and ongoing support
- Opportunity for advancement within the company

Hiring organization
Academian

Employment Type
Part-time

Job Location
Remote work from: US

Working Hours
8

Base Salary
USD 22 - USD 34

Date posted
April 3, 2026

Valid through
22.12.2026